

## **City of Lawrenceburg Job Description**

**Job Title:** Mechanic  
**Department:** DPW  
**Reports To:** Department Manager  
**Prepared Date:** July, 2014

### **SUMMARY**

The primary duty will be to maintain City of Lawrenceburg Equipment as required in a safe manner and as required will operate equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform complete overhaul, including sub assembly, of small and large equipment, including hydraulics, engines, lifts, body parts, etc.

Repair and maintain diesel and gas engines.

Perform preventive maintenance on all City of Lawrenceburg equipment.

Rebuild transmissions and differentials.

Use standard hand tools, air tools, and grinders.

Perform MIG and Electrical welding.

Repair and maintain equipment such as bulldozers, paving equipment, dump trucks, sanitation trucks, etc.

Assist in other departmental operations as required.

Clean equipment, tools, and maintenance shop as required.

Personally operates equipment, such as backhoe, tractors, street sweepers, loaders and bucket trucks.

May personally remove or assist in removal of debris from streets to relieve safety hazards.

Assist in paving of streets, concrete work, and in other street repair projects.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individual's with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Academic based high school diploma or general education degree (GED); issued by the State Department of Education of the state in which GED was earned and five years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

*Ability to read a limited number of two-and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.*

**MATHEMATICAL SKILLS**

*Ability to add and subtract two digit numbers and to multiply and divide 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.*

**REASONING ABILITY**

*Ability to apply common sense understanding to carry out simple one-or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.*

**CERTIFICATES, LICENSES, REGISTRATIONS, TOOLS**

*Valid State Drivers License. Employee must furnish personal hand tools.*

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, climb or balance, and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.*

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually loud.*

***PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO PERFORM JOB***

Face shield, traffic safety vest; safety glasses; gloves; safety marked cold/rain garments; Safety hard hat protective shoes welding apron, and eye wash access.

## **MEMORANDUM FOR RECORD**

To: Prospective Employees of the City of Lawrenceburg

From: Doug Edwards, HRD/ABC

Subject: Job Posting for DPW Mechanic

The City of Lawrenceburg is seeking qualified applicants for the position of Mechanic in the Department of Public Works (DPW). Applications for this position will be accepted at the Career Center at 702 Mahr Avenue in Lawrenceburg until 3:00 PM on August 8, 2014.

The Job Posting, Job Application, and Job Description are attached. Applicants should include other job-related information with the Job Application.

TO APPLY, FILL OUT A JOB POSITION FORM AND INCLUDE ANY OTHER JOB RELATED INFORMATION. TURN THE PAPERWORK IN TO THE CAREER CENTER AT 702 MAHR AVENUE, LAWRENCEBURG, TN, BY 3:00 PM, August 8, 2014.

THIS POSTING WILL REMAIN POSTED UNTIL 3:00 PM, August 8, 2014.



# City of Lawrenceburg

233 West Gaines Street  
NBU #4  
Lawrenceburg, TN 38464

(931) 762-4459  
Fax (931) 762-8829

## APPLICATION FOR POSTED JOB

NAME: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_ HIRE  
DATE: \_\_\_\_\_

### CURRENT INFORMATION:

DEPARTMENT: \_\_\_\_\_

SHIFT: \_\_\_\_\_

JOB APPLYING FOR: \_\_\_\_\_

WHY DO YOU FEEL YOU ARE QUALIFIED FOR THE  
POSITION: \_\_\_\_\_

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WHAT WORK RELATED EXPERIENCE DO YOU  
HAVE? \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

PLEASE ATTACH RESUME AND ANY OTHER RELATED INFORMATION